

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ADMINISTRATION

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Governor's Regulatory Review Council
5-year-review Report Guidelines
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: April 1, 1995
Effective date: April 1, 1995
Revision date: April 3, 1996
3. **Summary of the contents of the substantive policy statement:**
This policy provides guidelines for those agencies that need to submit 5-year-review reports. The guidelines discuss content and construction of the report.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Robert Dalager, GRRC Administrator
Address: Governor's Regulatory Review Council
1400 West Washington, Suite 270
Phoenix, Arizona 85007
Telephone: (602) 542-2058
Fax: (602) 542-1486
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available at the ADOA Directors' Office at 1700 West Washington, Suite 601, Phoenix, Arizona 85007, or from the person identified above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Policy on Confidentiality of Information Obtained During On-site Technical Assistance for Pollution Prevention
Identification number: 0006.001
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Originally issued: August 4, 1994
Amendment Effective: January 31, 1996

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3. **Summary of the contents of the substantive policy statement:**
Identifies procedures to follow in addressing confidentiality of business-related information obtained during voluntary on-site technical assistance visits for the Pollution Prevention Program.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Todd Dorris
Technical Assistance/Education Outreach Unit Mgr.

Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012

Telephone: (602) 207-4337
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of this policy document are available at a cost of 10¢ per page from the Infincom Copy Center, ADEQ, 3033 North Central Avenue or at 25¢ per page from the Information Center Front Desk, Suite 100, ADEQ, 3033 North Central Avenue, Phoenix, Arizona 85012.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Pollution Prevention Policy on the Relationship Between On-site Technical Assistance and Compliance and Enforcement Activities

Identification number: 0007.001
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Date of document: January 31, 1996

Effective date of document: January 31, 1997
3. **Summary of the contents of the substantive policy statement:**
Identifies procedures to ADEQ Pollution Prevention personnel to follow in responding to regulatory violations observed during the course of an on-site technical assistance visit.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Todd Dorris
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Quality Assurance Project Plan Document Policy
Identification number: 0018.001
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
October 12, 1995
3. **Summary of the contents of the substantive policy statement:**
Policy instates the use of the Quality Assurance Project Plan (QAPP) Document to be used for the planning process used for environmental data operations. The QAPP document itself provides a "blueprint" for obtaining the type and quality of environmental data needed for specific decisions or uses to meet quality assurance and quality control specifications.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Roddy Miller
Manager, LAB/QC Unit

Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012

Telephone: (602) 207-4704
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of this policy document are available at a cost of 10¢ per page from the Infincom Copy Center, ADEQ, 3033 North Central Avenue or at 25¢ per page from the Information Center Front Desk, Suite 100, ADEQ, 3033 North Central Avenue, Phoenix, Arizona 85012.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Extending the Deadline for Drinking Water Sample, Analyses Under the Chafee-Lautenberg Amendment
Identification number: 0024.001
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
October 11, 1995
3. **Summary of the contents of the substantive policy statement:**
This policy identifies the restrictions and requirements associated with extending the time frame for resampling under the Chafee-Lautenberg Amendment for Phase II of drinking water parameters for those systems who wish to resample where there was a laboratory error associated with the initial sample.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised.

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5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Peggy Guichard-Watters, Section Manager
Drinking Water Sections

Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012

Telephone: (602) 207-4617

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy document are available at a cost of 10¢ per page from the Infincom Copy Center, ADEQ, 3033 North Central Avenue or at 25¢ per page from the Information Center Front Desk, Suite 100, ADEQ, 3033 North Central Avenue, Phoenix, Arizona 85012.

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DEPARTMENT OF ENVIRONMENTAL QUALITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

UST Site Characterization Policy
Identification number: 0044.00

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Date of document: March 20, 1995
Effective date of document: September 1, 1995

3. Summary of the contents of the substantive policy statement:

The policy notes that all site characterization reports submitted to ADEQ after March 20, 1995, be in accordance with the "Site Characterization Guidance" document.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Tara Roesler, Section Manager
Underground Storage Tank Section, Waste Programs Division

Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012

Telephone: (602) 207-4255

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Remedial Projects Section Business Aspects of Pilot Projects
Identification number: 0068.000
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
November 15, 1995
3. **Summary of the contents of the substantive policy statement:**
Policy instructs the Remedial Projects Section management team to consider all anticipated costs prior to instituting a pilot project and to conduct a complete assessment of the required action.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Jeff Kulon, Manager
Remedial Projects Section, Waste Programs Division
Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012
Telephone: (602) 207-4181
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
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DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
PASI - Referral Policy
Identification number: 0070.000
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 5, 1996
3. **Summary of the contents of the substantive policy statement:**
The policy describes the approach to project referrals by the Premedial Unit and the Site Assessment Hydrology Unit to other divisions, sections, or units within ADEQ.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New.

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5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Jeff Kulon, Manager
Remedial Projects Section, Waste Programs Division

Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012

Telephone: (602) 207-4181

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DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Preliminary Assessment/Site Inspection Access to PASI Public Records Policy
Identification number: 0075.000

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

November 15, 1995

3. **Summary of the contents of the substantive policy statement:**

Policy sets procedures for the Remedial Projects Section PASI Program staff to follow in order to comply with ADEQ's Public Records Policy and Confidential Records Policy while meeting the special needs of the section.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

New.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Jeff Kulon, Manager
Remedial Projects Section, Waste Programs Division

Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012

Telephone number: (602) 207-4181

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

UST Determination of Technical Incapability via Bilateral Agreement to Allow State Lead Corrective Actions Policy
Identification number: 0084.000

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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Date of document: January 3, 1996
Effective date of document: January 3, 1997
3. Summary of the contents of the substantive policy statement:
The UST Section takes corrective actions pursuant to A.R.S. § 49-1017 at those sites where the owner/operator is not technically and/or financially capable of properly conducting corrective actions. The instrument by which the owner/operator and ADEQ shall agree to such incapability and/or related matters, such as access to the property and reimbursement for direct costs, shall be a bilateral agreement. The determination of financial incapability shall be based on appropriate evidence submitted by the owner/operator and reviewed by the Financial Services Unit which shall provide a written opinion on financial incapability. The determination of technical incapability shall be based either on past performance at the site or on workplan reviews. Indicators of technical inadequacy are included in the procedures portion of the policy.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Jerry Smit, Assistant Section Manager
Underground Storage Tank Section, Waste Programs Division
Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012
Telephone number: (602) 207-4255
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy document are available at a cost of 10¢ per page from the Infincom Copy Center, ADEQ, 3033 North Central Avenue or at 25¢ per page from the Information Center Front Desk, Suite 100, ADEQ, 3033 North Central Avenue, Phoenix, Arizona 85012.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
UST Selection of Consultants for State Lead Corrective Actions Under ADOA Contract A3-0017 Policy
Identification number: 0085.000
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Date of document: January 3, 1996
Effective date: January 3, 1997
3. Summary of the contents of the substantive policy statement:
Policy provides guidance for ADEQ's Underground Storage Tank Section State Lead Unit project directors to select consultants to perform state lead corrective actions in order to serve the best interest of the state. Selection criteria are identified.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Alan R. Dulaney
Underground Storage Tank Section, Waste Programs Division
Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012
Telephone number: (602) 207-4309

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

UST Interim Policy regarding Determination of Full Extent of Releases of Petroleum Hydrocarbon Fuels from Leaking UST's
Identification number: 0086.000

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Date of document: January 3, 1996

Effective date of document: January 3, 1997

3. Summary of the contents of the substantive policy statement:

The purpose of this interim policy is to specify the standards by which the full extent of contamination is defined. First, the policy specifies standards for which the vertical extent of vadose zone contamination is defined. Second, the policy specifies the standards for which the horizontal extent of contamination in the vadose zone can be defined to soil cleanup standards, as specified by the Interim Soil Remediation Policy. Finally, the policy specifies the standards for which the horizontal extent of groundwater contamination can be defined to the Aquifer Water Quality Standards (AWQs). It recognizes that lithologic interpretation is an integral part of site characterization and that use of proper sampling methods will minimize loss of volatile contaminants.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Jerry Smit, Assistant Section Manager
Underground Storage Tank Section, Waste Programs Division

Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85012

Telephone number: (602) 207-4255

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Drinking Water Program Sanitary Survey Policy

Identification number: 0089.000

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 17, 1996

3. Summary of the contents of the substantive policy statement:

Policy sets procedures to ensure consistent application of drinking water statutes and rules for operation and maintenance of regulated public water systems regarding the conduct of sanitary surveys.

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Peggy Guichard-Watters, Section Manager
Drinking Water Section
Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85007
Telephone number: (602) 207-4617
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ENVIRONMENTAL QUALITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Remedial Projects Section: Task Assignment, Preparation, and Administration Policy
Identification number: 0090.000
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 31, 1996
3. Summary of the contents of the substantive policy statement:
The policy sets procedures to obtain high quality, cost-effective, timely, environmentally effective, and usable products from task assignments for the Remedial Projects Section of the Waste Programs Division.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Jeff Kulon, Deputy Section Manager
Remedial Projects Section, Waste Programs Division
Address: Department of Environmental Quality
3033 North Central Avenue
Phoenix, Arizona 85007
Telephone number: (602) 207-4181
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
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Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF PHARMACY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Hospital Pharmacist-in-charge: Responsibility related to supply and accountability of drugs stored and administered by Emergency Medical Services Prehospital Care Providers SPS04
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 18, 1996
3. **Summary of the contents of the substantive policy statement:**
The hospital pharmacist-in-charge is responsible for the control and accountability of all drugs distributed within and from a hospital. The policy statement gives guidelines for the supply and accountability of drugs stored and administered by Emergency Medical Services Prehospital Care Providers.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This statement is a revision of previous Board policy.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: L.A. Lloyd, Executive Director
Address: Board of Pharmacy
5060 North 19th Avenue, Suite 101
Phoenix, Arizona 85015
Telephone number: (602) 255-5125
Fax: (602) 255-5740
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of this policy statement may be obtained from the person listed above for 25¢ per page.